

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Media and Entertainment Skill Council
522-524, DLF Tower-A,
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Name and contact details of individual dealing with the submission

Name: Mohit Soni

Position in the organisation: Chief Executive Officer

Address if different from above:

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List of documents submitted in support of the Qualifications File

1. Occupational Map
2. Qualification Pack
3. Progression matrix
4. Protocol for Affiliation of Assessment

Model Curriculum to be added which will include the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

NSQF QUALIFICATION FILEApproved in 23rd NSQC Meeting, 22nd August, 2019**SUMMARY**

1	Qualification Title	Assistant Cameraman
2	Qualification Code, if any	MES/ Q 0903
3	NCO code and occupation	NCO 2015- 3521.0201 Camera
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Nature of qualification is Creative Art and purpose is to provide job and freelance opportunity as Assistant Cameraman in M&E Industry (This qualification is Short Term Course)
5	Body/bodies which will award the qualification	MESC – Media & Entertainment Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	MESC – Media & Entertainment Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	YES
8	Occupation(s) to which the qualification gives access	Assistant Cameraman
9	Job description of the occupation	Individuals at this job are responsible to mark focus lengths based on the required composition and focus and refocus the camera lenses during shoots. They are also responsible to set-up/dismantle camera equipment.
10	Licensing requirements	NO
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NO
12	Level of the qualification in the NSQF	NSQF LEVEL 4
13	Anticipated volume of training/learning required to complete the qualification	240 hours
14	Indicative list of training tools required to deliver this qualification	
15	Entry requirements and/or recommendations and minimum	Class XII

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	age		
16	Progression from the qualification (Please show Professional and academic progression)	Camera Operator	
17	Arrangements for the Recognition of Prior learning (RPL)	RPL with prominent players in the Film, Television, Gaming, Animation and Advertising industry are in progress	
18	International comparability Where known (research evidence to be provided)	Creative Skill Set, United Kingdom & IBSA (Australian Business Skill Council)	
19	Date of planned review of the qualification	20/06/2021	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
1.	MES / N 0905 (Set up Camera Equipment to Shoot)	96	4
2.	MES / N 0906 (Prepare for Shoot)	60	4
3.	MES / N 0908 (Dismantle and Pack Equipment after Shoot)	60	4
4.	MES / N 0909 (Maintain workplace health and safety)	24	4
	Sub Total (A)	240	4
	Optional component		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)			

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	Sub Total (B)		
	Total A+B	240	LEVEL 4

SECTION 1 ASSESSMENT

21	Body/Bodies which will carry out assessment: MESC will conduct assessment through its empanelled assessment agency and through certified assessors.
22	How will RPL assessment be managed and who will carry it out? Yes. The RPL assessment will be carried out through screening, identifying skills gaps through NOS level assessment issuing NOS level scores sheets providing bridge training to cover competency gaps and conduct final assessment of the candidates
23	Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF. Assessment is done through third parties who are affiliated to MESC as Assessment Body. Assessors are trained & certified by MESC through Training of Trainers program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information: <ul style="list-style-type: none">• What will be assessed, i.e. the competency based on each NOS• How assessment will occur i.e. methods of assessment• When the assessment will occur• Where the assessment will take place i.e. context of the assessment (workplace/simulation)• The criteria for decision making i.e. those aspects that will guide judgements and The assessment is conducted through theory, viva voce and practical.

ASSESSMENT EVIDENCE

Grid for each component as listed in “Formal structure of the qualification” in the Summary.

24. Assessment evidences Title of Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Set up Camera Equipment for Shoots	PC1. Coordinate with logistics players, where required, to have the equipment delivered to the vendor/own facilities as required
	PC2. Arrange for security and protection of the equipment during storage and logistics
	PC3. Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc
	PC4. Report any damages to the camera and production teams
	PC5. Ensure cameras are mounted on grips and the locks are fastened securely
Prepare for Shoots	PC1. Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)

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	<p>PC2. Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)</p>
	<p>PC3. Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Camera operator and assistant)</p>
	<p>PC4. Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Camera operator)</p>
<p>Dismantle and Pack Equipment after Shoot</p>	<p>PC1. Dismantle and pack the equipment properly</p>
	<p>PC2. Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team</p>
	<p>PC3. Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required</p>
	<p>PC4. Identify and report any equipment that needs repair or replacement, as required</p>
	<p>PC5. Ensure that the location and facilities used during shoot are left in their original state</p>
<p>Maintain workplace health and safety Description</p>	<p>PC1. Understand and comply with the organization's current health, safety and security policies and procedures</p>
	<p>PC2. Understand the safe working practices pertaining to own occupation</p>
	<p>PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises</p>
	<p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p>
	<p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p>

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	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority
Means of assessment 1	Online (Multiple choice Questions) Offline (Practical)
Means of assessment 2 Add boxes as required.	
Pass/Fail	Pass : Above 70%

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SECTION 2

25. EVIDENCE OF LEVEL

Title/Name of qualification/component : ASSISTANT CAMERAMAN (MES/ Q 0903) Level : 4			
NSQF Domain	Outcome of the qualification/component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	1.Set up Camera Equipment for Shoots 2. Prepare for Shoots 3. Dismantle and Pack Equipment after Shoot 4. Maintain workplace health and safety Description	The jobholder is required to arrange for delivery of camera equipment during shoots and monitor its use. The other major tasks include dismantling and packing camera equipment after shoot, deciding the shot framing, marking out the camera positions, carrying out rehearsals. It is also important to ensure a healthy, safe and secure environment.	Level 4
Professional knowledge	1.Set up Camera Equipment for Shoots 2. Prepare for Shoots 3. Dismantle and Pack Equipment after Shoot 4. Maintain workplace health and safety Description	Organizational knowledge about the equipment that can be sourced in-house, role and contribution of key departments be liaised with, overall style and creative aspects of the production and norms and policies related to health and safety are crucial for this job. Technical knowledge like how to demarcate and label, testing and handling equipment safely along with the understanding of principles of cinematography, optical theory and focus requirements.	Level 4
Professional skills	1.Set up Camera Equipment for Shoots 2. Prepare for Shoots	Planning the work according to the requirements and agreed timelines, organizing	Level 4

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	<p>3. Dismantle and Pack Equipment after Shoot</p> <p>4. Maintain workplace health and safety</p> <p>Description</p>	<p>people and resources to deal with risks and managing the agreed budget are key requisites to this job. Additionally, identification of problems with successful resolution in consultation with the production team, crew, Producer and Director are essential skills. Apart from these, the camera assistant needs to provide feedback on the quality of the equipment used, resources and services provided by the vendor.</p>	
Core skills	<p>1.Set up Camera Equipment for Shoots</p> <p>2. Prepare for Shoots</p> <p>3. Dismantle and Pack Equipment after Shoot</p> <p>4. Maintain workplace health and safety</p> <p>Description</p>	<p>Sufficient level of writing, reading and oral skills are essential as s/he needs to read equipment delivery lists, shoot schedules, script and camera specification notes. Communicating and coordinating with members of the camera and production team, collating feedback from them and on the services provided by the vendor. S/he also needs to highlight potential risks and report hazards to designated people</p>	Level 4
Responsibility	<p>1.Set up Camera Equipment for Shoots</p> <p>2. Prepare for Shoots</p> <p>3. Dismantle and Pack Equipment after Shoot</p> <p>4. Maintain workplace health and safety</p> <p>Description</p>	<p>Coordinating with logistics players, preparing equipment for shoot and arrangement for its security and protection of the equipment during storage and logistics come under the ambit of this job. Additionally, s/he must ensure the location and facilities used are in their original state, dismantling and packing the equipment properly, establish the focus requirements,</p>	Level 4

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		mark focal lengths, prepare a focus path and report potential issues to the relevant teams for rectification	
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SECTION 3 EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basic	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of the qualification	As per the 2019 FICCI report the Entertainment industry is growing at a very significant rate and to cater the demand of the industry we need to skill our youth. As per the report its evident that the qualification is needed.	
	Industry Relevance	The MESC has undertaken validation of the job roles with actual end-user industry and association where such employment is going to be generated and absorbed instead of generic validation of industry. The MESC submitted the endorsements from users/intended users of the qualification clearly supporting need for trained people against specific job role.	
	Usage of the qualification	MESC prepared this on the basis of requirement from industry and demand raised by various association. The qualification will be used both for new inductees as well as RPL of working actors in the industry.	
	Estimated uptake	MESC has conducted skill gap	

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		study in consultation with FICCI (KPMG and EY) and interaction with the industry. The skill gap study and industry interaction says huge demand of manpower for this qualification. MESOC will share the tentative demand sheet whenever desired.	
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>MESOC has approached the line Ministry (Ministry of information and broadcasting) and submitted detail Qualification for their concurrence. Response is yet to be received.</p>		
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>As part of the skilled Gap Survey we have done functional mapping for all the job roles ,ensuring there is no duplications in the in the planned qualifications in NSQF through vertical career progression and horizontal multiskilling.</p>		
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>The qualifications will be revised and updated when any one of the below instances occur</p> <ol style="list-style-type: none"> 1. 24 months from the approval of the NSQC 2. If less than 30% of the certified candidates get employed 3. When there is significant improvement in technology/ processes for executing the job role 		

SECTION 4
EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <i>Show the career map here to reflect the clear progression</i></p> <table border="1"> <thead> <tr> <th>NSQF LEVEL</th> <th>Qualification / Role</th> </tr> </thead> <tbody> <tr> <td>Level 7</td> <td>MES Q 0901 Director of Photography</td> </tr> <tr> <td>Level 6</td> <td>Camera Specialist</td> </tr> <tr> <td>Level 5</td> <td>MES Q 0902 Camera Operator</td> </tr> <tr> <td>Level 4</td> <td>MES Q 0903 Assistant Cameraman</td> </tr> <tr> <td>Level 3</td> <td>Still Photographer</td> </tr> <tr> <td>Level 2</td> <td>Assistant still photographer</td> </tr> <tr> <td>Level 1</td> <td>Amateur photographer</td> </tr> </tbody> </table> <p>Horizontal Progression to be an Entrepreneur → Camera</p>	NSQF LEVEL	Qualification / Role	Level 7	MES Q 0901 Director of Photography	Level 6	Camera Specialist	Level 5	MES Q 0902 Camera Operator	Level 4	MES Q 0903 Assistant Cameraman	Level 3	Still Photographer	Level 2	Assistant still photographer	Level 1	Amateur photographer
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